

## *Extra/Co-Curricular Travel Procedures*



Beautiful Plains School Division requires the appropriate planning to ensure the safety of staff and students when travelling for school events. The trips must be cost efficient and of benefit to the students.

All required forms must be completed and submitted to the division office prior to any extra-curricular activity taking place.

For all division sanctioned trips, the division considers the staff and students to be participating in school activities and therefore divisional policies and school rules apply. The staff member or approved designate is responsible for ensuring proper conduct of students while travelling.

The supervising teacher must:

- Become familiar with the “Beautiful Plains Bus Ridership Policy” (**Policy EDA**).
- Ensure that the division office has been provided a detailed itinerary for the trip including all planned stops as outlined on the “Request for Bus Transportation” form.
- Ensure that you have a copy of the URIS medical plans and Manitoba Health numbers for individual students participating in the trip.
- Ensure that you have a copy of all relevant contact information for parents in the case of an emergency.

Note: The decision to drive in inclement weather is at the discretion of the bus driver and the Transportation Supervisor as outlined in “Transportation Procedures in Case of Hazardous Weather” (**Policy EEA**).

**Trip Planning/Approval Requirements**

<i><b>Trips Destination/Duration</b></i>		<i><b>Approval and Timeline</b></i>
Within MB	2 days or less	<b>Superintendent</b> approval
	3 days or more	<b>Superintendent</b> approval (Superintendent will report these trips to the Board)
Within Canada	2 days or less	<b>Superintendent</b> approval. Request to be received at least one month prior to the trip.
	3 days or more	<b>Board Approval.</b> Requests to be received at the Board table at least two months prior to the trip.
United States	Overnight Trip	<b>Board Approval.</b> Requests to be received at the Board table at least three months prior to the trip (for trips in excess of 4 days, Overseas Travel rules will apply)
All Travel Outside Canada & United States		<b>Board Approval</b> – Requests must be received at the Board table at least 10 months prior to the trip. Approval in principle should be received before any steps are taken to formalize the trip with parents and students.
<p>NOTE: Requests for international tours will not be considered as part of this procedure. Groups wishing to organize international tours involving students must plan and organize these trips external to the school division. Any Beautiful Plains School Division staff who wish to be involved with international tours and who, as a result of participating, would be away from their regular duties for any portion of time will be required to access leave as per the collective agreement and/or divisional policy. (Reference Policy E.G.B.)</p>		

Ensure the following steps are followed:

- Principal consent has been received
- Signed parent consent form has been received
- Request for “Bus Transportation” or “Request For Private Vehicle Use” form with detailed itinerary has been submitted to division office for approval
- Request for “Overnight or Out of Province Activities” form has been submitted to division office

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- ❑ Travel Insurance has been obtained for all out of province trips (available at division office).

### Bus Transportation:

- A requisition form must be completed and returned to the Division Office **at least 5 working days** prior to a trip taking place if within the division and **at least 10 working days** prior to a trip taking place outside the division.
- For sports teams the coach is expected to travel with the team on the bus.

### Private Vehicles:

The Board defines any vehicle used to transport students, other than a division owned or chartered bus, as a private vehicle. The Board authorizes the use of private vehicles for the transportation of students, subject to the following:

- Private vehicles may be used providing that two or less vehicles can transport the entire group.
- The Principal must ensure that driver licenses and registrations must be checked and kept on file at the participating school.
- Students may not transport other students.
- If private vehicles are being used the Superintendent must authorize the trip and the use of private vehicles prior to the trip taking place.
- If private vehicles are used, the drivers can be reimbursed at divisional mileage rate used for private vehicle use.
- All parents are to be advised by the supervising teacher that a private vehicle(s) is going to be used as the method of transportation.

**Travel Outside Canada & United States**

NOTE: Requests for international tours will not be considered as part of this procedure. Groups wishing to organize international tours involving students must plan and organize these trips external to the school division. Any Beautiful Plains School Division staff who wish to be involved with international tours and who, as a result of participating, would be away from their regular duties for any portion of time will be required to access leave as per the collective agreement and/or divisional policy. (Reference Policy E.G.B.)

Considerable attention should be given to overseas trips, which must have an educational value.

- Prior to any plans being made**, all destinations overseas must have preliminary Board approval (approval in principle) at least ten months in advance of the planned tour.

The following information must be provided:

- Letter of request to the Board.
  - Presentation (if so desired by the Board).
  - Initial itinerary with as much detail as possible.
  - Educational value of the trip.
  - Cost of the trip per student.
  - Grades of students who will be participating in the trip.
- Meetings must be held with all students and parents to clarify details of the trip and the respective responsibilities of the school, parents, and student. The Superintendent should be notified of these meetings (in advance) in the event that the Superintendent/Board wish to attend the meeting(s).
  - Attention should be given to such items as student safety, health requirements, foreign food, passport requirements, packing lists, currency regulations, and knowledge of student needs (i.e. medical needs). Plans should be made in the case such emergencies should arise. The trip must include a detailed plan that allows for financial equity for students as well as not be in a location which would not allow for equal access for students to travel.
  - A complete understanding between parents, students, and staff must be established on various issues relating to different expectations in a foreign country: expectations related to use of alcohol, smoking, and dress.
  - A minimum of 10 BPSD students are participating in the trip.

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- ❑ Final approval from the Board must be received no later than 3 months before departure after all documentation has been finalized.

### Number of Chaperones

All co-ed groups should have a minimum of one male and one female chaperone. One chaperone must be a staff member of the school organizing the trip and is to be named Head Chaperone. A minimum of one chaperone to ten students or part thereof is required.

Other than in exceptional circumstances, out of country trips should not require more than two supervising staff members. Parental involvement is encouraged wherever possible, but it should be noted that the intent of these trips is not for families but rather for students. The number of days away from school will also be kept to a minimum.

### School Days Absent for Employees/Financial Gain

A maximum of two school days in any school year can be missed to take part in a Board approved overseas field trip.

Employee chaperones will be paid as if they were at their regular place of work up to **two days** on which school is in session.

Employees should not access any financial gain as a result of the travel.

### Alcohol and Recreational Drugs

The use of alcohol and/or recreational drugs by all members of the tour group, regardless of age, is forbidden. Policy JGF "Possession of and Supplying of Drugs and Alcohol" will be followed.

### Dismissal of Student

Severe inappropriate behaviour may result in dismissal from the tour and the participant's automatic return home at his/her own expense.

### Prescription Drugs

Parents of participants using prescription or other drugs must advise the Head Chaperone of this prior to departure.

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### Final Board Approval

Final documentation to be sent to the Superintendent at least 3 months prior to the trip shall include:

- The names, birthdates, copies of passports and relevant visas of all students and staff involved.
- Names of any community members/parents travelling with the group
- Current copies of Criminal Record Check and Child Abuse Check for **ALL** participating adults, to include chaperones, parents and community members. Record checks are deemed current if dated within the past year (staff members and school volunteers who have already submitted record checks, are exempt from this requirement).
- Travel contact information for the following:
  - head chaperone and at least one other chaperone
  - accommodation contacts
  - airline contact
- Family contact information for all participants of the trip.
- Fully detailed itinerary

The head chaperone **must** keep a copy of all passports, contact information for students, and school division contacts, with him/her at all times.

In the event there is an issue that arises during the trip, the Head Chaperone is required to contact the Principal as soon as possible. The Principal will then contact the Superintendent.